



City of Seattle
Department of Planning and Development

Mailing Address: 700 Fifth Ave, Suite 2000, PO Box 34019, Seattle, WA 98124-4019

Phone: (206) 684-8464 **Fax:** (206) 684-8113

Website: www.seattle.gov/dpd **Hours:** M,W,F: 7:30-5:30 T,Th: 10:30-5:30

PERMIT APPLICATION



Work Site Address: _____ **Zip:** _____

Work Activity Location (floor, apt, room, etc.) : _____

Occupancy: ☐ **Single Family** ☐ **Multi-Family** ☐ **Commercial** ☐ **Institutional** ☐ **Industrial**

Description of Work: _____

WORK SITE OWNER/TENANT INFORMATION	CONTRACTOR INFORMATION
<input type="checkbox"/> Owner <input type="checkbox"/> Tenant Name: _____ Phone: (_____) _____ Fax: (_____) _____ Address: _____ Apt/Ste: _____ City/State: _____ Zip: _____	State License #: _____ Contact Co Name: _____ Contact Name: _____ Contact's email: _____ Phone: (_____) _____ Fax: (_____) _____ Address: _____ Suite: _____ City/State: _____ Zip: _____

☐ **Electrical Plan Review** (2 sets of plans required)

☐ **Advance Plan Examination**

A Washington State registered architect or engineer may request an advance plan examination of electrical plans when the electrical contractor has not yet been selected. Advance Plan Examinations require submission of application with 2 sets of required plans and payment of 50% of the estimated permit fee.

Associated "Get Started" Permit #: _____
(Conditional Use Permit)

Declared Value of Work (electrical not F/A):

\$ _____

Fee based on Electrical Construction Value:

Include labor and materials whether or not furnished by installer and fixtures, furnishings and equipment provided by the owner.

Electrical Vehicle Charging Stations: ☐ **Yes** ☐ **No**

Note: Over 400 amps requires plan review

Level 2A 120-240V (Amps: _____) **Qty:** _____

Level 2B 120-208V (Amps: _____) **Qty:** _____

Level 3 277-480V (Amps: _____) **Qty:** _____

☐ **Electrical Plan Review** (F/A Plan Review is required for new F/A Systems (adding; replacing; or relocating 7 or more devices/control units), **(3) sets of plans and cut sheets are required at the time of submittal.**

SECONDARY CONTRACTOR INFORMATION

Company Name: _____

Phone: (_____) _____

Address: _____ **Suite:** _____

City: _____ **Zip:** _____

**FIRE ALARM
CONTROL UNITS:**

**FIRE ALARM
DEVICES:**

The Revised Code of Washington (R.C.W.19.28) and the City of Seattle Electrical Code requires all individuals or entities (other than the property owner) engaged in the business of the installation of electrical wiring to have a valid Washington State Electrical Contractors license.

I certify that the work to be performed under this application will be done in conformance with the City of Seattle Municipal Code.

Signature: _____ **Date of Application:** _____

Contractor or Owner (or Authorized Agent)

PAYMENT INSTRUCTIONS:

- ☐ Pay by Check
☐ Credit Card payment
☐ Charge my escrow (ADA) account # _____

DPD USE ONLY:

Permit #: _____

Permit Fee: _____

PLAN REVIEW REQUIREMENT CHECK LIST

****NOTE: If the required information is not submitted, it will cause a delay issuance of the permit. Please indicate a reason if all required information is not being submitted.****

- ☐ Two (2) sets of plans not smaller than 11x17 inches in size on a 1/8th inch scale and no font smaller than 8 point; shall include the following:
 - Contact person and contact's phone number
 - Job-site address on drawings
 - Type of occupancy and complete scope of work
 - Complete riser and one line diagram which includes all service and feeder connections
 - Clear identification of all circuitry, including but not limited to, circuit numbers, wire sizes, insulation types, conduit sizes and types
 - Complete set of switchboard and panel schedules which include all load calculations and demand factors used for computation
 - Complete project load summary which includes existing loads as computed in accordance with *NEC Article 220* and all added loads. (*Electrical calculations, heat loss calculations and lighting summaries may be submitted on separate computation sheets*).
 - Selective coordination, fault current calculations and the listed interrupting rating of all feeder and service equipment
 - Voltage characteristics of all electrical systems and equipment
 - A key to all symbols used
 - A schedule showing all pertinent luminaires information, including lighting summary

REVISIONS TO WORK AFTER PERMIT HAS BEEN ISSUED

- ☐ Include the original approved stamped set of plans (copy is okay)
- ☐ Two (2) copies of the revised drawings with changes clouded

FIRE ALARM PLAN REVIEW REQUIREMENT CHECK LIST

****NOTE: Plans and specifications shall be reviewed and approved prior to installation.****
For more information, call Seattle Fire Department at (206) 386-1450 or (206) 386-1443

- ☐ Three (3) sets of drawings and specifications not smaller than 11x17 inches in size; shall include the following:
 - Contact person and contact's phone number
 - Job-site address on drawings
 - Floor plan
 - Riser Diagram
 - Location of all alarm-initiating and alarm indicating devices
 - Alarm control and trouble-signaling equipment
 - Annunciation
 - Power connection
 - Battery calculations
 - Voltage drop calculations
 - Wiring type and sizes

NOTE: Any request to make changes to a permit that is received via fax or email are processed within 2 working days from the date they are received. This form & plans CANNOT be faxed in for processing, for more information call (206) 684-5383.